



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
UNITED STATES ARMY ENGINEER SCHOOL
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14000 MSCoE LOOP, SUITE 336
FORT LEONARD WOOD, MISSOURI 65473-8929

ATSE-DOI-WOTD

31 March 2015

MEMORANDUM FOR: Attendees, Warrant Officer Advance Course (WOAC)

SUBJECT: Warrant Officer Advance Course Information

On behalf of the Regimental Chief Warrant Officer and the Warrant Officer Training Division, we welcome your arrival to the 125D Warrant Officer Advance Course

The following is general information that will help you plan for your stay at Fort Leonard Wood:

1. Students should check orders prior to reporting with dependents, privately owned vehicles, or household goods. Failure to do so may result in an inconvenience and hardship for you and your family. However, if not PCS'ing to Fort Leonard Wood, bringing family members will result in out-of-pocket expense. Although advance-lodging reservations for TDY Army military students are not required, students who plan to report to Fort Leonard Wood without a POV are encouraged to contact the Fort Leonard Wood Lodging Office in advance at DSN (312) 676-0999 or commercial (573) 596-0999. Doing so prior to leaving your home station may allow you to obtain priority listing for on-post quarters.

2. Familiarize yourself with the Fort Leonard Wood Map. If you are unfamiliar with Fort Leonard Wood, conduct a RECON the day of arrival. Failure to properly prepare is no excuse for being late for any event. Due to the security concerns of government and military facilities, the ATTACHED MAP carry a classification of UNCLASSIFIED // FOUO.

3. **TDY ORDERS:**

- a. *Per ATRRS, transportation is not provided.*
- b. **All NCOES, WOES, and OES course attendees should be authorized the use of a POV or rental vehicle by the order issuing/approving official.**
 - i. In and around mileage for all other resident service school students that travel by POV may be authorized by the order issuing official as follows:
 1. **12 miles per day, if assigned on-post lodging**
 2. **18 miles per day, if assigned off-post lodging**
 - ii. A POV or rental car is the most convenient mode of transportation. It is STRONGLY RECOMMENDED that you drive a POV or rent a car. The only other means of transportation are taxi cabs. There is NO shuttle service available to meet the course requirements. All POVs must be registered and insured. POVs are not required to be registered on Fort Leonard Wood.

- c. Soldiers travelling “TDY En-route” to a new duty assignment must have a valid DA31 that covers the entire duration of transition. Through dates must start on the “Final Out” date and end on your report date to your gaining unit. You will not be charged for leave during the course dates.
4. **Pre arrival web based training:** The following web-based training must be completed prior to arrival for Day Zero:
- a. **Computer user training** – print and bring completion certificate to in-processing. Click on the link that says DOD Cyber Awareness Challenge Training.
(<https://ia.signal.army.mil/DoDIAA/default.asp>)
 - b. **Anti-terrorism training** – print and bring certificate to in-processing.
(<https://atlevel1.dtic.mil/at/>)
 - c. **Vehicle Accident Avoidance Course** – print and bring certificate to in-processing.
(<https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>)
 - d. **Army Composite Risk Management** – print and bring certificate to in-processing.
(<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>)
5. **Day 0:** Report in Army Physical Fitness Uniform (APFU) to Building 1006B, Room #211, at 0530 with the following documents (copies) in your possession (listed below):
- ❖ Assignment Orders (PCS enroute) x 5
 - ❖ DA Form 3349 (Permanent Profile) x 5
 - ❖ DD Form 93 (Record of Emergency Data) x 1
 - ❖ SGLV 8286 (Service Member Group Life Insurance Certificate) x 1
 - ❖ DA Form 31 (Request And Authority For Leave) x 5
 - ❖ DD Form 1610 (Authorization For TDY Travel) x 5
 - ❖ Joint Personnel Adjudication System (JPAS) verification x 1
 - ❖ Marriage and Birth Certificates of dependents accompanying you x 5
 - ❖ Shot Records (Oct – Dec for FLU shot)
 - ❖ Copy of ORB (Branch Manager Visit)
 - ❖ Student Personal Data Sheet (found on C Company [website](#))
 - ❖ DOD Cyber Awareness Challenge Training Certificate x1
 - ❖ Anti-terrorism training Certificate x1
 - ❖ Vehicle Accident Avoidance Course Certificate x1
 - ❖ Army Composite Risk Management Certificate x1

Documents are needed to establish an individual file on the Soldier while assigned to the installation for in-processing and emergency reporting procedures. At approximately 0530 hours, a weigh-in will be conducted. Height and weight screening will be conducted in APFUs. A training schedule will be provided after height/weight and in processing.

6. **ACE, Instructor/Facilitator Guidance: Day 1:** An Academic Counselor Evaluator (ACE) will meet you after in-processing for further guidance. The success of institutional training depends on having experienced ACE's and instructor/facilitator who are leadership mentors, role models, and teachers. ACE's and instructors conduct leadership assessments, counseling, and assist students in identifying strengths, weaknesses, and actions to improve performance. They are responsible for student physical conditioning, control, discipline, and administrative requirements, as well as training and reinforcing specified tasks.

7. **LODGING:** Upon arrival, you will proceed to IHG member lodging, Building 470 parking lot. Report to the IHG Lodging check-in desk to obtain your room assignment and key. Rooms are reserved for the course, not under individual name. All students are required to make contact with 554th Engineer BN Staff Duty Officer during non-duty hours to inform of the assigned building and room number at DSN (312) 676-0989/0855, commercial (573) 596-0131 ext. 6-0989/0855. During duty hours, WOAC students will first obtain room assignment and key, before reporting to C Co, 554th En. BN, Bldg. 1702E Cooley Ave, DSN (312) 676-0800/0131 or commercial (573) 596-0800/0131.

- a. You should arrive at least one (1) day prior to the course start date.
- b. Confirmation of course reservation can be done prior to arrival by calling (573) 596-8330 / 0999. Online website <http://www.ihgarmyhotels.com/pal/en/us/home>, will not show course reservations.

8. **UNIFORM:**

- a. Authorized duty uniform is Army Combat Uniform (ACU).
- b. Army Service Uniform (ASU) is required for graduation and the Commanding General's reception.
- c. Seasonal wet weather and/or cold weather gear is required.
- d. Casual or Smart Casual clothing for social gathering for offsite events is required.
- e. You will conduct and lead Physical Training. Have on possession the appropriate seasonal APFU, to include winter PT uniform, hat, gloves, and long sleeve shirt.
- f. The fleece or Gortex Jacket can be worn over the ACU and the Black Weather Coat over the ASU.
- g. Packing list: other than items listed above 5a-e, there is no official packing list.

9. **OER/AER:** This is an official Army Professional Development course; you will receive an Academic Evaluation Report (AER) upon graduation.

10. **HEIGHT/WEIGHT – BODY FAT:** The uniform for this event will be the APFU IAW AR 670-1 (shorts, T-shirt, socks and sneakers). A prerequisite to enrollment in WOAC, a weigh-in to determine compliance with authorized weight tables outlined in AR 600-9 will be administered. Students over their screening weight will be taped for body percentage. Failing to meet height and weight standards will result in a record of the failed standard on the End of Course Summary.

11. **Army Physical Fitness Test (APFT):** You are responsible for reporting to school in satisfactory physical condition, able to pass the APFT prior to being admitted (AR 350-1, Paragraph 3-9).
- a. WOAC students will take the Army Physical Fitness Test (APFT) within three days of the course start date (date to be determined by faculty and staff availability).
 - b. One retest is allowed and will be administered no earlier than seven days and no later than 14 days from the test failure date.
 - c. Attendees with permanent profiles must be capable of passing the alternate events.
 - d. Students with temporary profiles will not be enrolled in the course.
 - e. Permanent profiles are authorized.
 - f. A copy of the permanent profile must be presented prior to taking APFT events.
12. **COURSE INTENT:** The WOAC Course's primary goals are to provide quality hands-on training to broaden your skills as a network and/or systems administrator, engineer, manager and staff officer, as well as enhancing your ability to master your position as a senior Signal advanced warrant officer. In addition to training, mentoring opportunities will be provided so you can get relevant information one-on-one from a senior warrant officers and general officers familiar to Geospatial Engineering roles and responsibilities. In the event the weather is unfavorable or other delays do occur, makeup training will be done on Saturdays as necessary.
13. **REQUIREMENTS:**
- a. You will be required to complete all TRADOC mandated common core requirements prior to graduation.
 - b. You will be required to be IAW AR 600-9 standards.
 - c. Passed the APFT.
 - d. Attend classes from 0800 – 1700, Monday through Friday, excluding federal holidays.
14. **TRANSPORTATION:** Government transportation is NOT available to individuals attending WOAC. Rental car has been determined to be the most cost effective mode of transportation for individuals arriving from OCONUS. It is the student's unit/installation commander's responsibility to authorize the appropriate mode of transportation for the student. The School does NOT authorize, nor fund, private or rental transportation for students attending WOAC. In-and-around miles are not always funded. If School owned 12-passenger vans are available, you may be required to coordinate your travel with other classmates, using the provided van, in lieu of in-and-around mile reimbursement.
- a. Privately Owned Vehicle (POV): Take I-44 to Exit 161A (Waynesville, Saint Robert, Fort Leonard Wood). Follow signs south to Fort Leonard Wood main gate.
 - b. Air Travel: Three local airports service Fort Leonard Wood: Lambert - Saint Louis International Airport (STL), Springfield Regional Airport (SGF), and Waynesville – St. Robert Regional Airport (TBN) (known as Forney Army Airfield) located on the installation. Most major carriers fly into both Springfield, and Lambert-St. Louis Airports.

- c. From Lambert - Saint Louis International Airport (STL) (130 miles northeast of Fort Leonard Wood) both bus and air transportation is available. Cape Air® airlines serves Fort Leonard Wood directly to Waynesville – St. Robert Regional Airport (TBN) and you can take a bus to Fort Leonard Wood from the Greyhound “Bus Port” from the lower level. There is a USO open 24 hours on the lower level of the terminal near the baggage pickup.
- d. Springfield Airport is 90 miles west-south-west of Fort Leonard Wood. It has no military facilities and no direct air or bus transportation to Fort Leonard Wood. Take a cab to the Springfield bus terminal for a Greyhound Bus or take it directly into Fort Leonard Wood.
- e. Bus transportation into Ft. Leonard Wood is serviced by Greyhound. Greyhound “Bus Port” at Lambert Int’l Airport is on the lower level. Buses depart from Lambert Int’l Airport at 0840 and 1615. Travel time to Ft. Leonard Wood (FLW) is about three hours and the approximate cost is \$25.00 one-way. For the return trip to Lambert Int’l Airport, buses depart FLW at 0335, 0955, 1355, and 1930. Springfield bus transportation is at the Springfield Greyhound terminal. Buses depart at 0735 and 1810. Travel time to FLW is about two hours and the approximate cost is \$30.00 one-way. For return trip to Springfield Airport, buses depart FLW 0345, 1135, and 2050.
- f. For taxi service, check local phone book for listings. Use approved taxi services such as Yellow Cab, limousine, and airport van shuttle that will produce a receipt.
- g. Fort Leonard Wood has an airline ticket and travel office, which handles leisure as well as official travel arrangements. The phone number is (573) 329-4141.
- h. Retain all transportation receipts for reimbursement and retain any hotel receipts for filing with your travel voucher.

15. **GOVERNMENT MEALS:** Students are on MTSS and meals will be provided at dining facilities during the week. Adequate dining facilities are available for students attending WOAC, and **you will receive a meal card for weekdays only, no meals are provided on weekends or holidays. You must be authorized partial per diem for all weekends and holidays.**

16. **PERSONAL MAIL:** USPS or FedEx do not deliver personal mail to the BOQ, Army Lodging, or guest housing. Students needing mail services should have their mail sent to C Co, 554th En BN, Bldg 1702E Cooley Avenue, Fort Leonard Wood, MO 65473 with name and class number or obtain a PO Box from the post office.

17. **EMERGENCY NUMBERS:**

- a. Duty Hours (573) 596-0131 Ext. 6-0800/0131 (C Company Orderly Room)
- b. Non-duty Hours (573) 596-0131 Ext. 6-0989/0855 (554th Engineer Battalion Staff Duty)
- c. Other numbers are found on webpage, http://www.wood.army.mil/usaes/554th_CO.html#ECCC.

18. **SPECIAL INSTRUCTIONS:**

- a. Ensure your CAC card is registered through your local DEERS facility and your Outlook profile is up to date with the appropriate administrative information.

- b. Bring your SIPR token card for access onto the Fort Leonard Wood SIPRNet network. Ensure your SIPR token card is registered to your local NEC facility.
 - c. Bring a copy of your annual DOD computer security certificate (IN HAND) upon arrival. If you are out of tolerance, ensure you are before arrival. The site to obtain this is at <https://ia.signal.army.mil/login.asp>. The unit's Information Assurance Certificate will not suffice.
 - d. Ensure that you visit the FLW website under Garrison and familiarize yourself with the post policy letters: <http://www.wood.army.mil/newweb/policies.html>.
 - e. Motorcycles are authorized and it is required that you meet all mandatory training requirements, mandated by Army and FLW installation regulations. See <http://www.wood.army.mil/newweb/safety/index.htm> for FLW vehicle safety information.
 - f. If you experience travel arrival or reporting issues, contact C Co. 554 (17a or 17b above), as well as CW4 Joseph (below). If you reach voicemail, leave a detailed message, as well as your contact information.
19. Please email or call if you have any questions.

CW4 Stephen E. Joseph
Work: (573) 596-0131 ext. 6-2840
Cell: (573) 842-5805
Email: stephen.e.joseph.mil@mail.mil

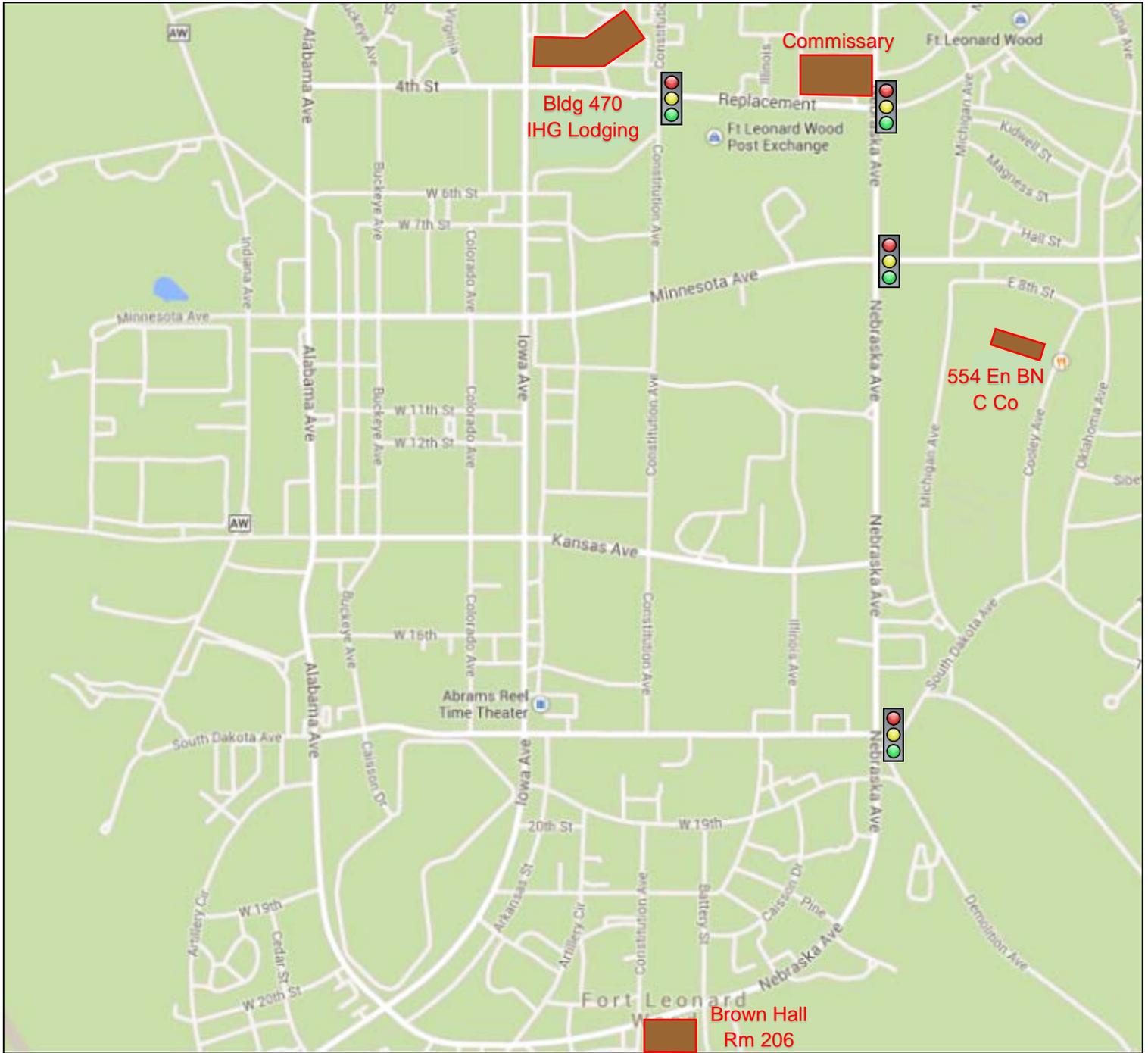
20. **MISCELLANEOUS:** You are encouraged to bring a personal computer for homework and after duty-hour usage. Fort Leonard Wood Lodging has free Internet connections in its facilities for your personal use. The installation's library also has controlled free access as well. Paid internet service are available from AAFES vendors. Remember this is a TRADOC post and other students will be using these services.

- a. **PETS:** According to Company Policy letter number 40; no pets are allowed in EBOLC unless you are on PCS orders to Fort Leonard Wood. If you are under TDY orders then pets are not allowed in student housing and will not be allowed.
- b. **PERSONALLY OWNED WEAPONS (POW):** You are authorized to bring personal weapons if you are PCS'd or on TDY enroute orders to FLW. However, it is strongly discouraged. If you choose to bring them they must be stored in the B/554 arms room for the duration of the course. Specific guidance concerning POW will come out during Day Zero.



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CW4, EN
125D Training Developer / Instructor

Overview Map of key locations



See links for more information:

<http://www.wood.army.mil/FLWmaps.htm>.

http://www.wood.army.mil/DPWHSG/flw_information.htm.